

SWELLENDAM MUNICIPALITY



EXIT POLICY

Approved by Council as per Item A98

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1. PREAMBLE

The Local Government Municipal Systems Act, Act 32 of 2000 requires an efficient, effective and transparent local public administration that conforms to constitutional principles. In order to achieve this objective, Swellendam Municipality has an Exit Policy to govern the activities that must take place when an employee voluntarily chooses to resign or retire or in cases when employee's services are terminated by the municipality.

2. DEFINITIONS

Where applicable, this policy must be read in conjunction with the relevant labour relations legislation, South African Local Government Bargaining Council Collective Agreements, the Employment Equity Act. This policy is applicable to all Swellendam Municipal employees.

"SALGBC"	means the South African Local Government Bargaining Council;
"Act"	means "The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), as amended".
"Exit"	means Termination of Service by any of the employees in the workplace, either by voluntary resignation, retirement, dismissal in terms of the Disciplinary and Grievance Code Agreement or by any means recognised by law."
"Normal retirement"	means retiring at the normal statutory age of sixty (60) or sixty-five (65) years.
"Early retirement"	means an option to retire as early as fifty (50) years in terms of Consolidated Retirement Fund (CRF) and LA Retirement Fund rules and fifty-five (55) years in terms of the Municipal Workers Retirement Fund (MWRF) rules.
"Ill health /Disability"	mean approval given by any of the above pension funds in terms of their rules and regulations.

3. PURPOSE

- 3.1 To provide an exit process to employees who due to ill-health retirement, normal retirement, resignation, retrenchments due to operational requirements or dismissal leaves the municipality;
- 3.2 To ensure consistency in terms of the administration of the exit process for employees who leaves the municipality
- 3.3 To provide a mechanism for staff leaving the municipality to provide information pertaining to their work experiences and the factors that contributed to their departing;
- 3.4 To collect data that may be used to weight job satisfaction in order to improve human resources management practices, for example recruiting, orientation, training, working conditions, retention management etc.
- 3.5 To provide the municipality with information that may show trends in voluntary terminations and help guide efforts to improve areas that may be leading to high staff turnover;
- 3.6 To provide a mechanism which can lead better managing or retaining scarce skilled employees, instead of losing them to other local government; provincial/national government or private sectors.

4. OBJECTIVES

The objective of this policy is to set procedure and guidelines on termination of service in accordance with the Basic Conditions of Employment Act and the Municipal Staff Regulations. The policy outlines the procedure with regards to the process that HR, line management and employees must follow when an employee ends their employment contract with the municipality.

5. LEGISLATIVE FRAMEWORK

- 5.1 Labour Relations Act (No. 66 of 1995) as amended
- 5.2 Employment Equity Act (No. 55 of 1998) as amended
- 5.3 Skills Development Act (1997) as amended
- 5.4 Basic Conditions of Employment Act (No. 75 of 1997) as amended
- 5.5 Promotion of Equality and Prevention of Unfair Discrimination Act (No. 4 of 2000) as amended
- 5.6 Occupational Health and Safety Act (No. 85 of 1993) as amended
- 5.7 Compensation for Occupational Injuries and Diseases Act (No. 130 of 1993) as amended
- 5.8 The Main Collective Agreement
- 5.9 CRF; LA Retirement and MWRF pension fund rules.
- 5.10 Municipal Staff Regulations

6. SCOPE AND APPLICATION

- 6.1 This policy applies to all the permanent employees of the Swellendam Municipality.
- 6.2 The policy does not apply to temporary employees, Interns, learnerships, experiential learners as well as EPWP employees.

7. EXIT GUIDELINE

The Municipal Staff Regulation, Government Gazette 20 September 2021 prescribes the use of the "Confidential Exit Interview" guideline Table 11.

8. ADDITIONAL MEASURES

8.1 The immediate supervisor/manager/ director must ensure the following on exit of the employee:

- 8.1.1 Ensure that the written request for resignation, retirement or ill health / permanent disability received by Human Resources are acknowledged by signing and dating the written request and sending the originally signed version back to Human Resources.
- 8.1.2 The fully completed, correct and signed off "Attendance Registers" must be submitted to Human Resources for reconciling, payroll and audit purposes;
- 8.1.3 All outstanding "Leave Forms" must be completed and submitted to Human Resources for reconciling, payroll and audit purposes;
- 8.1.4 Arrange with the employee to submit a written handover report and to do a formal handover report to the relevant departments any company assets, including company laptop; smartphone; hand radio; company credit card; keys, vehicles, storage facility; security passes; tools; electronic devices or other business property;
- 8.1.5 Request the employee to clean out desk or office, if necessary;
- 8.1.6 Notify other employees in section or department that an employee is leaving;
- 8.1.7 Complete the prescribed "Request to Fill a Vacancy Form" with Human Resource to fill the post after the exiting of an employee, if applicable.

8.2 Human Resources must ensure the following on exit of the employee:

- 8.2.1 Ensure the employee who wants to exit the organisation submits a written request;
 - 8.2.2 Date stamps the written request upon receipt;
 - 8.2.3 Send the dated written request received from the employee exiting the organisation to the relevant department for notification and approval by his/her immediate supervisor, manager and director; In the case of a short notice, approval must be obtained from the municipal manager;
 - 8.2.4 On receipt of the completely signed off request from the department signatories/municipal manager, a written notification of receipt must be provided to the employee leaving the organisation, explaining all relevant information regarding the exit process and documentation needed;
 - 8.2.5 Inform all internal departments for example, Payroll; the Credit Control section relating to municipal services and continuous medical scheme membership, if applicable; IT; Assets and external service providers such as the relevant pension fund; medical scheme and Group life insurer of any employees exiting the organisation;
 - 8.2.6 Check and reconcile all relevant Attendance Registers with leave records;
 - 8.2.7 Process all outstanding leave forms and accruals and forward relevant remaining leave balance to supervisor to obtain a SARS Tax Directive to allow a request for leave pay out, if applicable;
 - 8.2.8 Assist the employee leaving the organisation with the completion of all relevant exit documentation, if needed and ensuring all supporting documentation are attached as requested on the relevant application forms or requirements;
 - 8.2.9 Provide a signed off Certificate of Service on the last date the employee will be working or as per agreement with the employee leaving the organisation;
 - 8.2.10 Provide in the case of retirement, dismissal and approved ill health or permanent disability, the necessary Unemployed Insurance Form (UIF) in conjunction with payroll;
- 8.3 Specific documentation to be completed by employee and Human Resources official-**
- (8.1) The relevant pension fund Withdrawal/exit form;
 - (8.2) The relevant medical scheme exit form; if applicable
 - (8.3) Prescribed ICT-termination form;
 - (8.4) Prescribed Confirmation of banking details form;
 - (8.5) Prescribed Confidential "Exit Interview" form.

9. IMPLEMENTATION, MONITORING AND EVALUATION

The policy will be implemented and become effective once approved by Council. Human Resources practitioners will continuously monitor the implementation of this policy.

10. RECORD KEEPING

All documentation and correspondence emanating from or related to this policy will be kept in the personnel file of the employee in the safe located at the Human Resources office for future usage, update and reference.

11. DISPUTE RESOLUTION

The SALGBC dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy.

12. POLICY REVIEW

The policy shall be reviewed if deemed necessary.

COUNCIL

DATE

ANNEXURE A

CONFIDENTIAL EXIT INTERVIEW TEMPLATE

(Table 11 of Guideline 2G of Municipal Staff Regulations)

Employee's Name:		Employee No.:	
Department:		Job Title:	
Date of Interview:		Place:	
Interview conducted by:			
Designation:			
Date of Resignation:			
Last Day of Service:			
Tick	Reason for Resignation	Tick	Reason for Resignation
	Personal		Insufficient challenges
	Improved salary condition		Inadequate support from management
	Lack of capacity for position		Poor communication/ relationship with superiors/ colleagues/ subordinates
	Seeking better career advancement		Commuting difficulties
	Change in profession		Insufficient accommodation for specific needs
	Inadequate leadership		Unsatisfactory work environment
	Overloaded with responsibilities		Pay disparity
	Need to relocate		To avoid transfer
	To study full-time		To care for dependants
	To retire early		For personal/family health reasons
	Discrimination		To avoid consequences of proposed or actual disciplinary action
	Other:		
	Comments:		

ANNEXURE B

Name of Employee: _____

Employee Number: _____

EXIT CHECKLIST TO ENSURE THAT ALL STAKEHOLDERS ARE INFORMED AND ASSETS RETURNED

No.	Check / Action	Tick if completed	Date
1	Resignation Letter / Retirement / Medical/ Ill-Health Retirement Request Received		
2	Dismissed correspondence received from section - Labour Relations		
3	Notice of Death Received from family members of deceased (employee)		
4	Director was Informed of Resignation /Retirement/ Dismissal/Medical or Ill-health/Death		
5	Confirmation of acceptance received by relevant Director		
6	Confirmation of acceptance received by the Municipal Manager		
7	Acknowledgment letter from municipality to employee confirming receipt of resignation/retirement application.		
8	Request for continuation of medical aid while moving to other municipality; Continuation of medical aid after retirement or Cancellation of medical aid regards to resignation.		
9	If linked to the server, the ICT Department was informed		
10	If in possession of assets or equipment, the Assets Unit was informed		
11	Exit Interview was conducted before last day of service		
12	Service Certificate was issued		
13	UIF Documentation (if applicable) was issued		
14	All claim forms completed and submitted to the relevant Fund		
15	Copy of the employees' attendance register for the exiting month received by HR to do a final outstanding leave check		
16	Application of leave and pro-rata bonus (if applicable) was submitted to SARS for a tax directive		
17	Payment of leave and pro-rata bonus (if applicable) to the employee		